

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 19 November 1957

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FROM : Chief, Operations Support Faculty

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SUBJECT: Weekly Report No. 47, 12 November - 19 November 1957

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1. Administrative Procedures #75 started on 18 November with a first week's enrollment of [ ] Several students entered late because of unexpected changes in their offices.

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2. Several of the overt subjects were deleted from the Administrative Procedures schedule for the current running as the registration has previously consisted primarily of administrative personnel of the DD/P. For the first time we have [ ] clericals from Personnel and one FBID student who is slated for overseas.

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3. [ ] has discussed with [ ] the possibility of an overall change in the sequence of the Administrative Procedures materials in order to provide for the different groups. [ ] is exploring with [ ] the probable work load and category of students for Administrative Procedures during 1958.

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4. [ ] gave a 60 minute lecture on the subject of operational logistics support in the Operations Course at [ ] on 13 November.

5. Production of the Logistics film "The Other Hat" was started on 12 November as scheduled. [ ] was present on the 12th and 13th to lend technical guidance. He will assist further as requested by the director,

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6. The Supply Handbook for Field Case Officers has been requested by NEA and WE Divisions for field distribution.

7. [ ] conferred with the logistical officer, [ ] while at [ ] to inspect the financial property accounting procedures in effect at that location. This was only a cursory inspection and it is anticipated that he will return at a later date for a more thorough familiarization.

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8. [ ] has revised the "Personnel Support" lecture which is presented in Intelligence Orientation. This revision stresses the Agency's Career Program, including CIA's Career Council and the Career Services. The material is presently being reviewed by [ ] Executive Officer, Office of Personnel.

9. The informal survey of training needs in the Office of Personnel is progressing. [ ] has interviewed three Office of Personnel Division chiefs and has prepared reports on two divisions. The Chief, Military Personnel Division made several suggestions relative to the internal training and orientation program now underway in the Office of Personnel. [ ] Office of Personnel Training Officer, and [ ] have jointly evaluated the suggestions.

10. [ ] attended a lecture on "The Informer" at the Treasury Officers Training School. This is one of four lectures she will be attending at this school during November and December. The other three lectures are on "Shadowing," "Interviewing and Interrogating," and "Undercover Work."

11. On 13 November [ ] attended the Cost Accounting Class being conducted by the Comptroller's Office, at which she led a two-hour discussion on current [ ] Finance Reporting.

12. [ ] of EE, who formerly worked closely with [ ] reviewed [ ] Name Check lecture and has made suggestions based on his experience.

13. [ ] has completed Basic Supervision.

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